

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 10th May 2023

St Paul's Church

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence	Secretary	
2.	(i) Approval of Minutes of 12 th April meeting (ii) Text on Charitable Objects for web (ii) Review of Action Log as of 7 th May	Chair	2 – 5 6 7 - 8
3.	Monthly Updates from Third Age Trust and Committee Members	Chair	9 - 12
Report from Sub-committee			
4.	Out and About Working Group meeting 25 th April	Treasurer	12 - 13
Non-Standing Items for Discussion			
5.	2023/24 Financial Year: Budget and Fee Levels	Treasurer	14 - 21
6.	Update of Beacon Access Privileges and Progress on GDPR Compliance Actions	Secretary	22 – 29
7.	Copyright and Licences	Secretary	30 - 33
8.	Progress on web-site update and improvements	Comms Coordinator/ Secretary	34 - 39
9.	Access location guide	Access Coordinator	40 - 42
10.	Activity Groups Development and Management	Chair	43
11.	Draft Agendas for next two meetings	Chair	44
12.	AOB	Chair	
Next Meeting: Wednesday 14 th June St Paul's Room 6			

Note the Coffee Morning taking place at the Friary 11:00am on Tuesday 30th May

Agenda Item 2 (i): Minutes of 12th April Committee Meeting

Action for the Committee: To approve

Draft Minutes of the Committee Meeting held 12th April 2023 at 4pm

Saint Paul's Northgate

Attending: Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Peter Beckley (Groups Coordinator), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

Standing Items

Agenda Item 1: Apologies for absence

None

Agenda Item 2(i): Minutes 8th March meeting

The minutes of this meeting were approved with no amendments.

The Communications Coordinator stated that she had spoken to the Crawley u3a member who is also a member of the Crawley Hospital League of Friends and organises the second-hand book sales on their behalf at the u3a coffee mornings. She confirmed she was happy to organise similar book sales at the monthly Friary meetings but that she would not be available for all the meetings.

It was agreed that no book sales would be made during the period the invited speaker was talking.

Agenda Item 3: Monthly Updates from Committee Members

(i) Chair

The Chair explained that he had found the "What is Beacon?" zoom workshop run by the Third Age Trust (TAT) useful and encouraged other Committee members to attend future sessions, whilst acknowledging it was difficult to obtain a place as they became booked up so quickly.

He had received a couple of e-mails in response to his "Committee Aims for 2023" article in the April Newsletter, both of which expressed unhappiness about the objective to enhance the learning component of activity groups. One of these was from the Group Leader (GL) of French, who was worried that, given the numbers in this group were falling, changes to the learning content might discourage members further. The other responder felt the Committee was being "too controlling" and had forgotten that the learning was supposed to be fun.

The Chair mentioned that a few groups seemed currently to be suffering falls in attendance, and in such circumstances intervention could be helpful in encouraging rejuvenation and preventing a group from closing altogether.

The Communications Coordinator said that, when deciding which activity group to feature in the newsletters, she would prioritise those experiencing declining numbers.

Action: Chair to attend the French group on 17th April to take a photograph and ask the GL about composing a short article for the May newsletter.

Action: Communications Coordinator to include a reminder in the May newsletter that members can attend the first session of any group free of charge.

(ii) Secretary

The Secretary alerted Trustees' attention to the TAT Annual Return for 2023, and how the membership numbers compared to those reported in previous returns.

(iii) Treasurer

The Treasurer drew Trustees' attention to the graphic produced by the TAT showing how they spent the £4.00 fee u3as pay annually on behalf of each full (non-Associate) member.

(iv) Communications Coordinator

The Communications Coordinator handed round printed copies of the new publicity leaflet which Trustees agreed looked very attractive and professional. She and the Chair would shortly be agreeing a date for handing them out, together with flyers advertising the 23rd June Midsummer Eve event, in County Mall.

(v) Groups Coordinator

It was agreed that the costs of the folk group booking extra sessions to prepare for their performance at the Midsummer Eve event would be met from the budget for this event.

Action: Groups Coordinator to send e-mail to GLs reminding them of the Midsummers Eve event and encouraging them (and the members of their groups) to attend

Action: The Chair and Groups Coordinator to meet next week with the potential GLs of the Petanque group.

Non-Standing Items for Discussion

Agenda Item 4: Group Leaders 13th March Meeting Minutes

It was agreed that no changes were required for the minutes and associated annexes and that they could be disseminated to GLs.

Agenda Item 5: 2023/24 Financial Year: Fee and Budget Assumptions

The Committee's responses to each of the proposals were:

1. Agreed that from 22/23 onwards one-off budgets should be costed on an annual basis
2. Agreed that the 23/24 room hire costs should be unchanged from those assumed for the 22/23 budget.
3. Agreed that the membership assumed for 23/24 should be that existing at 31st March 2023 and featuring in the 2023 annual TAT return.
4. Agreed that there should be no difference between the individual fee and the joint fee (on a per person basis) for the annual membership fee (excluding any charge for TAM) for 23/24 onwards. This means there will no longer be any joint membership discount. Some anxiety was expressed that some u3a members may not like this, despite the fact that the existence of such a discount contravened the new EDI policy, and that we would consider this point in more detail when we receive the first draft budget at the May 10th meeting.
5. Agreed that an assumption of £4.00 per TAM subscription for 2023/24 was reasonable.
6. It was agreed that the TAM charge should be separated out from the basic membership fee on equity grounds and providing Members with a personal choice over whether to receive it or not, even though this would mean the loss of a c£120 of gift aid relief.
7. It was agreed that the 1st draft 23/24 budget to be presented to the 10th May meeting should be prepared using a basic fee of £12 per person.

- 8 It was agreed that the room-based charge would remain at £2.00 per attendance for 2023/24.
- 9 On outdoor fees it was concluded that:
- (i) The annual membership fee would be reduced from £3.80 to £2.00 per member, as this was a more realistic assessment of what would be needed to fund the current costs being incurred.
 - (ii) Groups which expect to incur running costs which exceed the amount generated by this fee (for example because they hire external facilities) then the GL and Treasurer would together agree a different charge for that group;
 - (iii) Given the Theatre Group's large membership and its running costs per member being ~~are~~ substantially lower than £2 it was agreed that the Treasurer would agree with the GLs a more appropriate annual fee for that group.

Action: Treasurer to action the above in his draft budget report and also include a table showing how the proposed fees compare with those for the 22/23, for both individual and joint members, and distinguishing between pre and post TAM.

Agenda Item 6: 2023/24 Membership Renewal Process

There was unanimous agreement that the renewal process should incorporate paper, rather than electronic, forms for all members.

Action: Secretary and Communications Coordinator to liaise with Members Coordinator on the further changes to be made to the draft 23/24 forms to reflect recent GDPR actions (from the March 8th meeting Agenda Item 11) and the inclusion of a question on the New Membership form on how the new member had heard about Crawley u3a.

Action: Secretary to review the Gift Aid advice paper

It was agreed that, for 2023/24, no questions would be asked relating to members' accessibility needs.

The forms could obviously not be finalised until after the members Fees Agreement meeting on 30th June, when the final fee levels would be confirmed.

Agenda Item 7: Publicity Campaign and Member Recruitment Drive

This was approved.

Agenda Item 8: Crawley u3a Policies and Documents, and Trustee Ownership

The composition of this list and the trustees assigned to each policy were agreed.

It was pointed out that, compared to many other u3as, our policies and documents, particularly those relating to finance, were quite long and detailed.

It was agreed that the suggested rewrite of the GLs Handbook was a major task.

Action: Members Coordinator and Communications Coordinator to liaise over the future of the Members Handbook, and how the equivalent information might be provided to new members more efficiently.

Agenda Item 9: Updates to Financial Policies

1. Paid Tutors and Speakers

The proposed definitions were agreed. It was also agreed that Activity Groups could engage "Speakers" or "Paid Tutor" as long as they followed the engagement procedure that will be set by the Treasurer and that the additional costs of engaging them are funded directly by the membership of

the Group benefiting from them attending; as it would be unfair to ask other Groups to fund these costs under the collective Attendance fee arrangement.

The Committee would, where a new group is being formed or to rejuvenate a group experiencing a decline in member number, consider using Speakers or Paid Tutor as part of a specific improvement/implementation plan. These costs would be funded from reserves.

2. Charitable Objective & Trips

The Committee approved all the changes to the Financial Policy and Delegated decision schedule.

The additional following wording was also agreed for inclusion in the Decision schedule and next update of the GL handbook:

“ ..the default position is that holidays, being outside the charitable objects, are not u3a activities and should not therefore use any u3a branding, resources or bank account but that if any u3a branding, resources or bank accounts are used then the holiday will be seen as a Crawley u3a activity and the organiser be expected to follow our standard policies and procedures for any overnight activity, including the submission of a budget and risk assessment beforehand.”

Action: Secretary to add a couple of sentences to the website Risk Assessments sub-page on the requirement for all activities to be in accord with the Charitable Objects, and to state what these are.

3. Charging carers

The Committee agreed to the two proposed policy stances being adopted.

Action: Treasurer to update the Financial Policy & the Delegated Decision Schedule to reflect the policy amendments for 1, 2 and 3 above.

Agenda Item 10: Process for the appointment of a new external examiner

The Committee approved the proposed actions.

Action: Secretary to undertake these actions and report the outcomes to the 10th May Committee.

Agenda Item 11: AOB

The Access Coordinator asked why the computer printing expenses allowance was fixed at 8p per page (confirmed to mean per side rather than per page in the case of double-sided printing) irrespective of whether the copies were in monochrome or colour. The Treasurer explained that this was because the rates were fixed at a time when a u3a photocopier existed for all members' use, and the Committee was keen to encourage members to use this facility and discourage members from using their own printers.

The Treasurer agreed that because the u3a photocopier was not currently working this expense policy was unfair.

Action: Trustees who claim printing expenses to suggest to the Treasurer a more reasonable colour printing rate based on the cost of their colour ink cartridges and paper.

Agenda Item 12: Draft Agenda for 10th May Meeting

It was agreed to defer the item on the use of reserves to a meeting later in the year.

The meeting closed at 18:00

Agenda Item 2 (ii): Text for Risk Assessment Webpage on Charitable Objects

Action for the Committee: To approve

The proposed text is:

The Importance of adhering to the Crawley u3a Charity Object

The object of the Crawley u3a charity is, as stated in the Constitution, “the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development in Crawley and the surrounding district”. This wording is supplied by the Third Age Trust, the umbrella organisation which oversees all u3as in the UK, and we cannot change it.

To be able to operate as a charity we need to ensure that all our activities fall within the object so before planning any activity, event or trip you should consider the following:

Question 1. Does this activity advance members’ education, learning or personal development?

You should note that the UK Charity Commission defines education in a very broad sense defining it as the “development of individual capabilities, competences, skills and understanding”. Moreover, the Third Age Trust itself, judging by its extensive list (over 70) of subjects for which advisers are available, regards activities such as walking, table tennis, wine appreciation and magic as falling within the charitable object. That said, it does no harm and is in the spirit of the u3a Vision, for Group leaders or other members to highlight nature and man-made features of interest during a walk or other “non-classroom” activity.

Question 2. Does this activity serve a purpose outside the object?

Examples of such activities include raising money for a non-u3a charity, assisting a religious or political organisation, buying and selling anything with the intention of making a profit, and digging a members’ garden. A group of u3a members may still get together and do any of these, but may not describe it as a u3a activity and should not use any u3a resource (the newsletter, Beacon, insurance or bank account) in the process.

If you are at all unsure as to whether the response to Question 1 is yes or that the response to Question 2 is a no then please contact the Secretary to discuss further.

Margaret Lloyd, Secretary 19th April

Agenda Item 2 (iii): Action Log as at 7th May

Actions will be removed once they are completed or superseded by an action from a subsequent meeting.

Comments *in italics* in the right-hand column indicate that the action is not yet fully completed and will be carried forward to the subsequent Action Log.

Meeting	Agenda Reference	Action	Progress/Comments
26 th April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress but material going back to 2008/09 sorted. Yielding some useful information.</i>
22 nd Nov	3.1 (b/fwd from 26 th April 11)	Treasurer to organise PAT testing on the printer	<i>Now PAT tested but needs to be moved to Members' Coordinator home and set up there..</i>
	15. New Committee Ways of Working	Secretary to: (i) Produce a task list, showing member(s) responsible, which feeds into the calendar. (ii) Agree Role Profiles incorporating just the essentials of each role	<i>Started but other priorities have meant limited progress to date.</i>
15 th Dec	18. Microsoft Licences	Secretary to investigate whether Crawley u3a would be eligible for a non-profit Microsoft licence, and if not what the costs of a corporate group membership would be.	Microsoft confirmed that Crawley u3a eligible for a non-profit licence <i>but not yet reviewed the conditions.</i>
12 th April	3(i) Chairs update	Chair to attend French Group on 17 th April to take photograph and ask GL to compose a short article for next newsletter. t	Deferred to 15 th May due to illness
	6. Membership Forms (New & Renewal)	Secretary and Communications Coordinator to liaise with Members Coordinator on the further changes to be made to the draft 23/24 forms to	To be covered on June Committee agenda item on Membership Forms
		Secretary to review Gift Aid advice paper	
	8. Trustee ownership of Crawley u3a policies and documents	Members' and Comms coordinator to determine how the information included in the Members Handbook might be provided to new members more efficiently.	To be done before start of 2023/24 membership year
	10. New External Examiner	Secretary to organise meeting with George Stringer, and if that does not result in an appointment to draw up a list of potential examiners from existing Crawley accountancy firms and draft a standard tender letter (to be approved for use by Chair and Treasurer).	Crawley u3a Officers to meet with George Stringer on 22 nd May.

	11. Colour printing allowance	Interested Trustees to research cost of colour printing (ink and paper cost).	E-mail discussion took place and seemed to reach a consensus that current rate of 8p per printed side was reasonable.
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Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members

Action for the Committee: [To note](#)

Third Age Trust: National Level

1. Road Map to the AGM (mailing 20th April) and Notification of AGM 2023 (mailing 28th April)

A copy of the Road Map can be found on [For Trustees](#)

Key points to note are:

- The AGM will be held in Milton Keynes but will be in hybrid form (as last year) on Wednesday 18th October.
- The South East regional board member, Susie Berry, comes to the end of her three year term this year (though she can stand for re-election). There will be a call for nominations from w/c 8 May and a deadline of 9 June. Voting starts w/c 19th June and closes on 28 July.
- Individual u3as may submit resolutions for the AGM from w/c 24 April to a deadline of 30 May.

The Notification of AGM 2023 (28th April) included the Voting Registration On-line Form. I completed and submitted this on 29th April, confirming that the Secretary will be submitting our votes (three, as our membership is still above 500) online, as for the AGM 2022.

2. Regional Board Member/Trustee Elections (mailing 5th May)

This is the call for nominations for the Regional Directors/Trustees. The deadline for the submission of nominations is 9 June 2023.

- Directors must be nominated and seconded by u3as in that region (one of which must be the u3a the nominee is a member of).
- A Trustee Briefing Pack and Supporting Statement Specification documents were attached, along with a link to the on-line Nomination Form.
- u3as in that region are eligible to vote in the election of the Regional Trustee. We vote on-line and we have already registered our vote for 2023

3. Latest Updates from the Third age Trust (mailing 28th April)

The main points of interest here are:

- (i) The national celebration of volunteers takes place during the week 1st June – 7th June and the u3a will be celebrating u3a volunteers during this week.

On 1st June 14:00 – 15:30 the TAT will be hosting a learn and share session on encouraging more members to volunteer in the u3as. [Book here to take part.](#)
(It is not clear how this differs from the standard Recruiting and Valuing Volunteers workshop).

- (ii) The next two “Conversations with” opportunities to meet members of the Trust are:

- Thursday 11 May, 2pm - Conversations with the CEO, Sam Mauger. [Book your place.](#)
- Thursday 25 May, 3pm - Conversations with the Member Services Team, who oversee learning, advice and online events. [Book your place.](#)

Third Age Trust: Regional Level

On 20th April a “Spring Gathering” event was held, open to all members in the South East region and chaired by Susie Berry. It was intended to discuss the pilot Council scheme. Due to zoom link problems the Crawley u3a’s Chair was unable to participate and so far we have not seen any record of the event.

Chair (Jim McGough)

Visit to French Group 17th April deferred to 15th May.

Secretary (Margaret Lloyd)

1. Updated details held for Crawley u3a on <https://www.westsussex.gov.uk/find-my-nearest/local-club-or-society/> in response to the annual information update request
2. Received on 27th April an updated version of CC8 Internal financial controls for charities, which has been redesigned and updated to reflect changes to practice and in the law. A useful checklist was attached. The e-mail was forwarded to the Chair & Treasurer for their information.
3. Submitted u3a Annual Return 2023 on 19th April.
4. Composed an article on the recently deceased Mary Russell’s many years of involvement in the Crawley u3a for the newsletter and web. This involved going through the past newsletters found in the crate of old documents I inherited from Janet Boniface so I made significant progress sorting those. I am keen to write a brief history of Crawley u3a at some point.
5. Met with the Communications Coordinator on 2nd May to discuss the next steps on the website (see below).
6. Met with the Access Coordinator on 3rd May to discuss a few matters.
7. Otherwise the usual writing minutes from the last Committee meeting and preparing for the next.

Treasurer (Graham Friday)

No report this month

Communications Coordinator (Sue Parker)

1. The May Newsletter was emailed and posted to members on Monday 1st May
2. Publicity drive in County Mall on Tuesday 6th June. Jim, Graham and Peter have confirmed that they will be able to come along, Janet also hopes to be there. Peter has offered the use of a table if County Mall cannot provide one. Isabel and the RUGS are on standby if we need them.
3. Midsummer Event on 23rd June. I have started to draw up a timetable of what needs to be done, as well as the deadline, for the event on 23rd June. I believe that we can get away with one Events Sub-Committee meeting between now and then, probably just after the publicity drive on 6th June. Much of what needs to be arranged can be done via email
4. I am planning to undertake a complete overhaul of the noticeboards before 6th June. I am not going to remove all of the old material, but I will move things around, add new items and aim to cover both sides of the noticeboard
5. Graham may regret sending the photos of the Washington u3a display (Facebook Washington u3a). This is not something we can achieve overnight, and we need to consider the logistics of how to get such a display to places where we plan to advertise, but it is something I plan to work on
6. I have visited Family History, Mah Jong and Bridge groups to take photos. Mah Jong is worried about their numbers, so I gave them a plug in the newsletter. I will aim to visit more groups as and when or arrange for GLs to take photos which they can send to me
7. I had a productive meeting with Margaret on 2nd May to discuss the ongoing update of the website (see Agenda Item 8)

8. I plan to keep an eye open for neighbouring u3a's open days and, if I am free, I will go along to see if I can pick up any ideas
9. I still need to update the flyer and poster. This may well have to wait until after the Midsummer Event
10. I have made a start on distributing our leaflets to places such as the Library, etc.

Groups Coordinator (Peter Beckley)

1. **Art Appreciation 3** Margaret Daniels will be standing down as Group Leader at the end of July, due to health issues. An appeal has gone out in the newsletter for a new leader. As yet, no-one has come forward (5.5.23)
2. **Cycling Group** have not yet decided when to start. They are waiting for better weather.
3. **Petanque Group's** first meeting is on 18th May at 17.00. The group currently has 17 members, with 13 saying they will attend the first meeting. New u3a members Julie and Tony Neale have agreed to be Group Leaders
4. **Topical Discussion** group currently have very low attendance due to multiple health problems. Maureen Dawkins is hopeful that the situation will improve, and will continue until the Open Day in September.
5. **Quiz Group 2** have moved to the Main Hall, which means they are now in a position to accept new members. Previously both quiz groups were at full capacity.
6. Following the plug for posts to **Facebook** page, there were 5 posts in one day. The group continues to thrive, with two new members this week and 185 members in total.

Members Coordinator (Jacqui Mercer)

One member died (Mary Russell) and two new ones joined, so net increase in total membership from 564 last month to 565 now.

Access Coordinator (Janet Newson)

1. Survey to Group Leaders on Access on Outdoor Activity

- Have now collated returns from all but Out and About groups, and all Walking Groups. I will prepare a report once all data has been received. However, if anyone wants to view the survey returns for this first

2. Survey to Group Leaders on Access for Indoor Activity

- Emailed Indoor Activity Group Leaders with questions regarding accessibility.
- First responses coming in. Will collate as information is received.

3. Email issue

When sending out to the Indoor Activity Group Leaders I encountered a problem with those recipients on GMAIL. I hadn't encountered this before, but I had 4 undelivered notifications. I tested this, sending to myself as I am on GMAIL, using my Access Coordinator account. Within seconds the email arrived. However, at least 8 hours later I got an undelivered notification. Baffling as it clearly had been delivered. Now I am unsure whether those other 'undelivered notifications' were telling the truth!!

4. Monitoring Member Support account whilst Ann Sole is away

- Replied/actioned any emails received, which for the Committee's information has been a total of 3 emails in the entire time Ann has been away, and they were from our Welfare person (Brenda Ashenden).

- I am happy for this to be passed back to Ann when she returns, but has the Committee considered what should be done with the account if Ann no longer wants to manage it. She may have changed her mind whilst away, but she did express some desire to perhaps pass this over. As advised when I volunteered to 'mind shop', this was only to be a temporary assignment. I have no desire to continue to monitor it, although it's not a huge commitment! Perhaps there might be an alternative email Brenda could use if she needs to communicate someone has passed away, or has been ill.

5. Access/Venue Location Guide

Preparation is well underway on an Access/Venue Location Guide. I have one venue still to visit, but the majority is now collated. A draft version of the Guide has been sent to the Secretary. When Margaret and I were looking at external u3a websites, we found Guildford have very usefully laid out all their venues with photos. It's possible that the guide I am preparing could be utilised alongside something similar for our u3a.

Agenda Item 4: Report from Out and About Working Group meeting 25th April

Action for the Committee: To approve

OUT AND ABOUT WORKING GROUP: REPORT FROM 1ST MEETING 25TH APRIL

In attendance: Jean Manuel, Monique Tovey-Mansfield, Sue Parker, Phil Light, Peter Beckley, and Graham Friday.

Apologies for absence: Isabel Baker

The meeting was positive, constructive, and realistic about the issues currently facing both the organisation and operations of the O&A groups.

The discussions were wide ranging. Concluding with a consensus that the existing groups were operating in a way that worked and apart from additional support to help co-ordination they should be left as they are. It was also agreed that the current demand for places was greater than supply so a new O&A group to absorb this should be considered. Also, further consideration should be given to rebranding new groups around specific focuses or interests, such as Museums, Art Galleries, Visiting local villages, etc.

The discussion also covered what to do about O&A 5. This concluded with the following course of actions. It was noted that a number of O&A 5 members had already moved into other O&A groups.

- The Group should be asked to attend a further meeting to find a GL from within their number. If this were not forthcoming the Group would cease to exist. **Action: PB & GF to progress.**
- If O&A 5 closed, then the other O&A Leaders would make the members who wish to continue to be in an O&A group a priority for absorption into their groups. As they are all currently near or at their maximum capacity, they would actively talk to the existing Members of their group who do not take part in their activities to see if they should continue to be a Member of that group, this hopefully would create capacity to absorb the O&A 5 members. This is to be done before the next Membership renewal in September. **Action: O&A GLs to do.**

In terms of new groups and rebranding them, the following actions were agreed.

- Launch a new O&A 8 group. It was expressed that from experience that launching a new group of potentially enthusiastic Members starting out together had a lot of social benefits and had worked well in the past. Any new group would work to a revised set of guidelines which would include:

- Periodic automatic rotation of GL.
- Active Member involvement in organising individual trips on a rotational basis.
- Re-introduction of a one Member/one O&A group membership rule. This would not apply to existing Groups, but over time it would be hoped that this would become the norm across all the groups. **Action PB & GF to progress.**
- The possibility of launching new 'Focussed interest' groups should also be pursued. These would be focused on trips and other activities built around a common interest/theme, such as Art Collections/Galleries, Museums, History of Local Villages etc. **Action: Committee to consider.**

In terms of support to existing Groups, it was agreed that:

- Given the future for the existing groups was moving towards more joint and longer trips, then the establishment of a role, working to the Group Coordinator focussed on helping support the co-ordination of the Groups and with promoting what the Groups have been doing would be useful. Especially as there was currently little visibility outside the Groups as to what they had been up to.

Action: PB/GF to develop and agree with the GL's a new role profile for this supporting role.

Action: O&A GLs to send a listing of all the visits and outings their group has done over the last few years to Communications Coordinator (SP) so these can be collated and displayed on the noticeboards.

Agenda Item 5: 2023/24 Financial Year: Fees and Budget

Action for the Committee: To approve decisions in green

Crawley u3a

Report from the Treasurer on 2023/24 Financial Year – Basic Fee level and General Budget.

1. Introduction

This is the second report in a series of three, culminating in the setting of the 2023/24 Fees at the July Committee meeting.

This report focuses solely on the 'Basic Fee' and does not include anything to do with activities or trips.

2. Basic Fee budget

The Basic Fee covers the general operational costs and services of the u3a that every member is entitled to receive and consume.

The Basic Fee is established from the General Operational budget that is determined each year by the Committee.

The budget is a financial representation of the Committee's intentions and aspirations for that financial year. The budget calculations incorporate the assumptions approved by the Committee at the April meeting.

Where there are clearly established plans then those elements of the budget have been quantified and calculated using current costing information. Where there are not yet clearly defined plans then those budgets have been calculated on the best information available and therefore will be subject to a wider potential for variation.

The proposed detailed operational budget for 2023/24 is set out in **Annex 1**. It includes both the 2022/23 budget and the current year expenditure incurred up to the end of March 2023, for comparison purposes.

Annex 2 sets out in more detail the calculations behind some of the printing, postage, and distribution budgets.

Annex 3 is a table of the Venue hire costs. These are the current charges and therefore the budget figures follows the agreement at the April meeting that no increases would be assumed for these costs.

A table summarising the budget is set out opposite.

It shows that the anticipated net expenditure for 2023/24 will be **£9,140** compared to **£12,700** in 2022/23.

If the Basic Fee is set at £12.00 per member, then there will be a requirement to use £2,400 of the usable reserves to support the expenditure budget.

To avoid the need to use any of the reserves to support the budget, the Basic Fee would have to be set at £16.30 per member.

	2022/23 Budget	2023/24 Budget	
	£	£	%
General Expenses			
Committee	590	620	5.80%
Brought in Services (Audit)	330	330	3.09%
Information Technology	1,160	1,270	11.88%
Equipment	700	700	6.55%
Statutory Licenses	70	80	0.75%
Health & Safety equipment	200	200	1.87%
Communications	4,000	1,490	13.94%
Membership & Welfare	2,040	1,160	10.85%
Meetings	3,110	3,540	33.12%
Events	1,300	1,300	12.16%
	13,500	10,690	100.00%
Less Income (Gift Aid. Interest & other)	-800	-1,550	
	12,700	9,140	
Less Use of Reserves	-5,855	-2,400	
NET BUDGET REQUIREMENT	6,845	6,740	
Membership estimate	566	562	
BASIC MEMBERSHIP FEE	£12.10	£12.00	

3. Usable Reserves

The following table shows the current position in respect of the usable reserves available to the Committee to use in supporting the general operations of the u3a. This does not include the specific reserves that are available to support activity groups.

	£
Estimated usable reserves at 31/8/23	18,600
less Minimum level required	4,570
	14,030
Less 2023/24 budgetted use	2,400
Estimated usable reserves at 31/8/24	11,630

4. Basic Membership Fee

The following table shows what the Basic membership fee will be for each category of membership compared to last year.

	Basic Fee	
Category	2022/23	2023/24
	£	£
Individual	12.10	12.00
Joint	18.60	24.00
Associate individual	12.10	12.00
Associate Joint	18.60	24.00

The removal of the joint membership discount has a significant impact on the Joint Members. Their fee increases by £5.40, or 30%. But the Committee feel that this discount no longer complies with the u3a Equality, Diversity, and Inclusion policy, as every member has the same entitlement to access and consumption of the services and activities covered by the Basic Fee, so should pay the same amount.

5. The Future

The Committee has set the following financial aspiration '*To seek to be financially self-sustainable.*' To achieve this at some point in the future the level of the Basic Fee will need to fully cover the operational costs on an ongoing annual basis (i.e., the fee will need to increase from £12 to £16).

The current level of reserves, at the current level of support and subject to other call on the reserves, will provide 5 years of support before the fee will need to be increased. However, this does not take into account the impact of future inflation over that period.

As a member organisation, the pace of any change takes a longer time to achieve, as the Membership has to agree and support any change. Therefore, it would be prudent for the Committee to start the process of determining how to move towards the aspiration of "financial self-sustainability." Potentially, with a secondary objective of, where possible, minimising the level of any future increase in the basic fee on the existing membership.

To achieve this the Committee will need to be considering and actioning a combination of the following strategies.

1. Increase the membership numbers to widen the base on which any future fees increase is determined.
2. Identify and optimise all alternate sources of potential income, including Legacies, Donations and Grants.
3. Reduce the scale of the activities being offered (e.g., monthly meetings, becoming bi-monthly).
4. Reduce the costs of current activities.

There is time to have proper deliberations as to how these will be implemented over the next year, but the Committee should give consideration to these strategies when making all future policy and operational decisions.

There are a few elements of costs within the proposed budgets which the Committee will need to focus on, either at this meeting or over the course of the coming year which will directly impact on the overall level of future costs. These include:

1. Issuing of Annual Membership Cards.
2. What the shape/format of future Annual Celebrational event will be.
3. The use of 'QuickBooks' or can we develop an alternative that meets our needs.
4. In future years do we use a paper based or electronic membership renewal process.

Committee decisions:

1. Based on the proposed budget set out in this report, to confirm the provisional assumption that the Basic Membership Fee for 2023/24 should be set at £12.00 per member.
2. To acknowledge the strategies identified to move towards the agreed financial objective of "financial self-sustainability" and to agree to take them into consideration when making all future policy and operational decisions.
3. Determine whether any changes need to be made to the proposed budget to reflect any deliberations on the cost issues identified above.

Crawley u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
General Expenses					
Committee					
Room Hire	240	12 meetings for 2 hours @ £(8.30+20%)	110	220	12 meetings, 2 hours @ £9.25
Expenses	300		95	150	Estimate based on actual to date
Miscellaneous	50	Presentational Cards & Gifts	109	250	Includes budget of £200 transferred from Welfare
Brought in Services					
Accountant / Audit	330	Actual £300 plus inflation (10%)	330	330	
Information Technology					
Licenses					
Beacon	560	83p +10% x 609 members	0	560	£1 x 562 Members
Zoom	160	Actual £144 + 10%	0	0	Discontinued
QuickBooks	360	£30 per month x 12	137	600	£45.67 pm x 12 plus 10% inflation
Website	80	Actual £72 + 10%	101	110	Actual + 10% inflation
Provision for equipment	700	Guestimate - general provision	320	700	
Licenses					
CPA	70	July 22 Actual + 10%	0	80	£70 + 10% inflation
Health & Safety equipment	200	Guestimate	0	200	As per 2022/23
Communications					
Newsletter				590	See Annex 2
Leaflets (5000)				400	22/23 Actual £362 + 10%
General publicity				500	Guestimate
Advertising / publicity	4,000	Guestimate			
Membership & Welfare					
Membership Renewal				610	See Annex 2
General membership enquires	1,700		381	50	Postage and printing of material sent out
Distribution of Membership cards				420	See Annex 2
New member applications				20	See Annex 2
Welfare					
Flowers / gifts	200		0	0	Budget moved to Committee miscellaneous
Cards	100		0	30	Assumption need to purchase cards at some point
Postage	40			30	Assumption around 30 cards sent per year.

Crawley u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
Meetings					
Monthly meetings					
Room Hire	810	9 meeting for 3 hrs at £30 ph.	300	720	8 meetings for 3 hrs @ £30ph
Speakers	900	10 meetings at £100 pm	355	1,200	Per Liz Tennent email
Refreshment	90	10 X £10 per meeting	8	40	8 x £5 per meeting
AGM					
Room Hire		(included within Monthly meeting)	87	90	1 meeting for 3 hrs @£30
Notification and Agenda distribution				40	See Annex 2
Printing for meeting		(included within Monthly meeting)	39	30	22/23 Actual x 75% (estimated from ML email)
Refreshments		(included within Monthly meeting)	152	110	22/23 Actual x 75% (estimated from ML email)
SGM - Fee Setting					
Annual Fee meeting				80	1 meeting 2.5hrs @ £30
Printing				10	Guestimate (8 sides x 20 copies)
Coffee mornings					
Room Hire	270	3 meetings for 3 hrs at £30ph		270	3 meetings for 3hrs at £30
Refreshment	30	3 x £10		10	£3 per meeting
New Members					
Room Hire			24	20	1 meeting for 2hrs @£11.65
Printing			1	10	Guestimate
Refreshments			1	0	£3 per meeting
Really Useful Group					
Room Hire			65	40	1 meeting for 2 hrs @ £20
Refreshments			45	50	22/23 Actual plus 10%
Annual Open Day					
Room Hire	120	1 meeting for 4 hrs @ £30 ph.	75	120	1 meeting for 4 hrs @ £30 ph.
Refreshment	10	£10 per meeting	0	0	No refreshment provided
Equipment / Advertising	100	Guestimate	30	100	Same as 2022/23 budget
Christmas Party					
Room Hire	120	1 meeting for 4 hrs at £30ph	75	90	1 meeting for 3 hrs at £30ph
Xmas raffles	120	Actual £110 + 10%	115	130	22/23 Actual +10%
Printing	10	100 photocopies @ 10p	3	10	Same as 2022/23 budget
Refreshment	190	Actual £173 + 10%	166	180	22/23 Actual +10%
Group Leaders meetings					
Room Hire	300	4 meeting for 2.5hrs @ £30 ph.	150	180	2 meetings for 3 hrs @£30
Refreshment	40	£10 per meeting	15	10	£5 per meeting

Crawlev u3a - General Budget working paper 2023/24

Budget Heading	2022/23			2023/24	
	Budget	Notes / Assumptions	Actual (Mar)	Budget	Notes / Assumptions
	£		£	£	
Events					
Annual Celebration event					
Room Hire	1,000	Guestimate	0	1,000	Per 22/23 budget, until determination made as to what to do in 2024
Refreshment	200	Guestimate	0	200	
Advertising / Publicity	100	Guestimate	0	100	
Less: Non fee Income					
Gift Aid	-600	Guestimate		-1,150	£12,700 X 200/553 x 25%
Interest earned	-200	£20,000 @ 1%		-400	Av £20,000 @ 2%
BUDGET REQUIREMENT	12,700		3,289	9,140	
Use of Reserves	-5,855			-2,400	
Net Budget Requirement	6,845			6,740	
Membership estimate	566			562	
BASIC MEMBERSHIP FEE	£12.10			£12.00	
If no use of reserves ' Basic Fee' would be				£16.26	

COSTINGS OF POSTAL DISTRIBUTIONS

Background

1	Postage based on Royal Mail current charges, - second class post				
	Small letter	under 100g	£0.75	First class	£1.10
	Large letter	under 100g	£1.15		£1.60
		under 250g	£1.85		£2.25
2	Envelopes, current cost of purchase				
	C4				£0.11
	C5				£0.06
3	Price of copying paper		£0.04	per sheet	
4	Labels		£0.13	Per sheet of 18	
			£0.01	Per label	
5	Ink (worked on current 8p minus cost of paper)		£0.04	per side	
6	100g = 18 sides or 9 sheets of A4 + envelope				

Membership renewal

			£	
	Printing	6 sides	<u>0.36</u>	
			0.36	
x	No of sets of forms	562	<u>202.32</u>	
	Stamp	standard	0.75	
	Envelope	C5	0.06	
	Labels	each	<u>0.01</u>	
			0.82	
x	No of Households	460	<u>375.92</u>	£578.24
plus	Duplicates & lost ones	25	<u>29.43</u>	£607.67

General Membership enquires during year that do not turn into new memberships

			£	
	Stamp	standard	0.75	
	Envelope	C5	0.06	
	Printing	4 sides	<u>0.24</u>	
			1.05	
x	No of sets of forms	20	<u>21.00</u>	

Newsletter

			£	
	Stamp	standard	£0.75	
	Envelope	C5	£0.06	

Printing	18 sides	£0.60	
		1.41	
x No of postal deliveries	35	<u>49.35</u>	
x No of deliveries in year	12	<u>592.2</u>	

Membership Cards

		£	
Cards		0.04	
Printing		<u>0.04</u>	
		0.08	
x No of Members	562	44.96	
Stamp	standard	0.75	
Envelope	C5	0.06	
Label		<u>0.01</u>	
		0.82	
x No of Households	460	<u>377.20</u>	£422.16

AGM Distribution of paperwork (Members not on email)

		£	
Stamp	standard	0.75	
Envelope	C5	0.06	
Label		0.01	
Printing	6 sides	<u>0.36</u>	
		1.18	
x No of postal deliveries	35	<u>41.20</u>	

Venue Hire

The following schedules set out the current costs being incurred for the hire of the venue used by the u3a, and the assumed rates that will be paid until 2023/24 for budget calculation purposes

Current	2023/24 Budget
Hourly Rate	Hourly Rate
£	£

Crawley Method Church -St Paul's

Main Hall (Room 1)	15.25	15.25
Room 2 (Springboard)	9.25	9.25
Room 6	9.25	9.25
Room 7	9.25	9.25
Canteen (Room 5)	11.65	11.65
Sanctuary (Room 8)	15.25	15.25

Furnace Green Community Centre

Small Meeting room	6.80	7.10	3-5% increase coming 1st April 23
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Three Bridges Cricket Club

Main Hall	11.00	15.00	Increased from 1st April 23
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Holy Trinity Church

Main Hall	20.00	20.00
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Friary

Main Hall and Canteen	25.00	30.00	Fee increase expected soon, allows for a potential 20% inflationary increase.
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Agenda Item 6: Update of Beacon Access Privileges and Progress on GDPR Actions

Action for the Committee: To agree proposals in green

You will need to refer to the latest version of the [BeaconInfo](#) spreadsheet when studying this

1. Simplification of Beacon Access Privileges Roles Structure

This reduces the number of roles and has been done in accordance with the proposed principles agreed at the 8th March Committee Meeting.

A significant change is the creation of a basic “Default Trustee” role which applies to all those trustees, such as the Chair and Vice-Chair, whose duties do not normally require any specific dealings with individual members or groups. The other trustees will also possess the access privileges within the Default Trustee role, but will also have additional ones as required for their role.

Beacon Role	Action	Incumbent
Trustees		
Chair	Eliminated	Jim McGough
V-Chair	Eliminated	None
Default Trustee	Create	Jim McGough
Secretary	Retained but changes made	Margaret Lloyd
Treasurer	Retained but changes made	Graham Friday
Communications	Retained but changes made	Sue Parker
Groups Coordinator	Retained but changes made	Peter Beckley
Events Coordinator	Eliminated	None
Members Coordinator	Role retained	Jacqui Mercer (1), (2)
Access Coordinator	Created	Janet Newson (2)
Support Roles		
Webmaster	Retained but changes made	Stuart Spreadborough
Database Administrator	Keep	John Walton
Assistant Database Admin (3)	To be reviewed	Anne Thorn (3)
Assistant Treasurer	To be reviewed when required	None at moment
Newsletter Editor	Eliminated	None
Assistant Secretary	Eliminated	None
Welfare Support	Access being reviewed	Brenda Ashenden
Outings Organiser	Change to "Seasonal Outings and Speaker Organiser"	Liz Tenant
Group Leader (GL)	Keep	See Activity Groups tab on spreadsheet (4)
Group Assistant	Keep	Dave Rawlings and Heather Woodward

Items Outstanding

- (1) Ann Sole still has the same Access privileges as she did when acting in this role pending decisions on her future role.
- (2) Janet Newson has taken over Ann Sole's privileges whilst Ann is away on a temporary basis (to deal with New Members meetings) but she will be moved to the Access Coordinator role shortly
- (3) Role and holder to be reviewed. Need to discuss with John Walton and Anne Thorne
- (4) The holders of Beacon GL status are not necessarily those who are the formal GLs as a few of the latter do not have internet access or are not comfortable using Beacon so appoint other members to deal with Beacon GL tasks instead.

Proposal 1: The Committee approves this amended Roles Structure, subject to resolution of (1) to (4) above

2. Proposed Access Privileges for Updated Beacon Roles

The updates proposed are in line with the principles agreed at the March 8th meeting (Agenda Item 12). Although the review initially was intended to restrict access to members' personal information to those role-holders who genuinely require it to undertake their functions it also became clear that some roles did not possess particular privileges which would be helpful for them or assist communications.

This was particularly true with respect to the U3a Offices function (under Miscellaneous on the beacon Home tab) which enables sending of e-mails to some or all of the Crawley u3a Trustees and Committee Support roles.

All Beacon users have access to 4.6 E-mail Delivery and 4.8 Personal Preferences.

(a) Access Privileges all Trustee and Support roles should possess

References are to Beacon Admin Screen tab on the BeaconInfo spreadsheet. These privileges imply no additional access to members' personal data.

1.4 Recent Members

This may as well be available to all those who have access to the Members List (as all Trustees do) as no additional information is displayed and it permits Trustees to see the extent of new members recruited over a particular period and to contact them by e-mail.

1.8 [Member] Statistics

- (i) It would be helpful for those who need to check on existing membership numbers when planning and
- (ii) It has no GDPR implications as it is just a set of numbers

2.1 Groups List (View and ability to send e-mails to GLs only)

All information here is available on the website and it is useful when e-mailing with GLs.

2.4 Calendar (view only)

All information here is available on the website

4.3 u3a Offices

Useful for all Trustee and Support role holders to be able to e-mail some or all of these. The e-mail addresses are visible; most of them are Crawleyu3a.org.uk e-mail addresses rather than personal e-mail addresses and the intention is that soon all Trustee and Support role holders should hold

Proposal 2: The Committee approves this

(b) Additional Access Privileges for specific roles

These are shown on the Access Privileges tab. Note the following:

- (i) This list will be updated once the outstanding items (10 to (4) under 1. above have been resolved
- (ii) The privileges unique to the Database Administrator and Assistant have not been included, nor the access privileges listed under the Set-up menu.

Proposal 3: The Committee approves this, subject to resolution of (i) above

3. Updating non-Activity Groups

Some of the “Groups” listed on the Beacon Group List are not Activity Groups as such (which are all listed on the Activity Groups tab) but groupings of u3a members for other purposes e.g. members participating in a working group or going on a non-Group trip and placing them all in a group makes it easier to send e-mails to them.

Such groups currently in existence are shown below with their “Group Leader” (the only member with the privilege of being able to add and delete members, other than the Groups Coordinator).

Name	Group Leader (for Beacon)	No of Members	Function
Beacon Users	John Walton (1)	45	For Beacon Admin to contact Beacon users
Group Leaders	Peter Beckley	45	For communications to all GLs
Member Support	Ann Sole	8	For members needing assistance during Covid-19
New Members	None	35	To keep list for inviting to New Members meetings
No Groups	Janet Newson	5	Out of date
Out and About Working Group	Peter Beckley	7	For e-mails within current O&A WG
Relaxed Seniors	Janet Newson	12	Long standing members not in Groups
SE Forum	Isabel Baker	1	No u3a members now involved with sE Forum
Seasonal Outings	Liz Tenant	145	Very out of date and not used by Liz Tenant

(1) Not shown as Group leader (nobody is). To be amended.

Many of these are either out-of-date or, in the case of the New Members group superfluous given that the Recent Members menu function on the Beacon Administration tab enables a list of members to be produced between two selected dates.

Proposal 4: That all these groups be deleted apart from Beacon Users, Group Leaders and the Out and About Working Group, all of which are up-to-date and currently being used

4. Updating Polls

A poll can be set up relating to any characteristic we wish to sort members by e.g. do not wish to receive TAM. When viewing the Members List we can select the relevant Poll to view the members with the poll characteristic (or can do in reverse if wish to view members without that characteristic). At the moment it is only the Members’ Coordinator role who can set up Polls and edit them as the data used to populate them is best collected via New Members or Membership Renewal forms.

Current polls are:

Poll Title	No of Members	Comments
E-mail	470	Includes 34 members no longer current
E-mail newsletters	575	Includes 86 members no longer current
Printed Newsletters	88	Includes 22 members no longer current
TAM	645	Not sure whether it is up-to-date
GIFT Aid confirmed	299	Have separate box on members forms for Gift Aid eligibility
Member Support	40	No known function and > 50% no longer members

The first three do not look as if they have been updated since before the 2022/23 membership renewal (as well as including members who did not renew the current number of members with e-mail is 529).

The Treasurer confirms that the Gift Aid confirmed poll serves no apparent function.

The forthcoming Renewal process gives us an opportunity to start afresh.

Proposal 5: That the current e-mail and newsletter polls (i.e. the first three on the list) are reviewed by the Secretary and the Communications Coordinator to extract any useful information (e.g. who requires a printed newsletter despite being listed with an e-mail address) with the objective of producing an updated Printed Newsletter poll group.

Proposal 6: That the TAM poll list of members be checked to ensure that all members are current.

Proposal 7: The Gift Aid confirmed and Member Support polls are deleted

5. Procedures

Proposal 8: Does the Committee approve the Secretary drafting proposed procedures for ensuring the following are kept up-to-date:

- i) The list of Beacon Roles and their mapping to Committee approved Trustees and support committee roles;
- ii) The Access privileges connected with each Beacon role
- iii) Non-activity Groups are regularly updated by their denoted Group Leader and removed as soon as they are no longer required
- iv) Operation of the Poll system is included within the membership Renewal procedures.

6. Progress on GDPR compliance actions (action list agreed 8th March 2023 meeting)

Items completed shaded in green

Those items shaded in yellow are new additions to the list.

No	Action	Who	Progress
Induction & Training			
1	Ensure responsibilities around handling data are included within the Trustee Induction programme	Chair & Secretary. Secretary to amend Induction checklist.	To be included in next update
2	Group Coordinator to ensure responsibilities around handling data (e.g. all e-mails to be Group members to be sent bcc) are included within the training for new Group Leaders, the GL handover processes, and in the Procedures for GLs document (emergency contact data is currently covered but not other personal data).	Secretary to compose guidance	
General Management			
3	Appoint a Data Protection Officer (this will need to be the Secretary for now given the vacancies on the Committee but may change in future)	Role taken on by the Secretary and this made clear on the policies themselves and on the Web Contact page.	
4	Secretary to ensure that proper processes are established centrally to demonstrate compliance (e.g. log of members requests relating to personal data including withdrawal of consent for data submitted voluntarily), inclusion of GDPR matters in Committee Member changes checklist, documentation of Beacon privilege changes etc	Secretary	
5	The Crawley u3a Communications Policy to include a section on the implications of data protection, focusing particularly on the use of photographs and videos.	Communications Coordinator	To be included in next update
6	Ensure that Trustees and Support Role holders who use personal data in their role: (i) Use computers and laptops with firewalls; (ii) The computer files are protected by strong passwords; and	Secretary	

	(iii) Do not retain such data once they finish their role;		
6	Investigate possibilities for keeping password protected files with personal data only within special Committee protected areas (Microsoft Teams or Drop boxes) rather than on personal computers and laptops.	Secretary/IT Group	
8	Committee to decide how long, subject to Gift Aid requirements, personal data is retained once a member resigns, dies or fails to renew.	Secretary to include in a future meeting	
Beacon Data			
9	To bring a paper to the Committee showing who currently has access to personal data within Beacon, and Committee to approve access privileges on a role-by-role basis.	Secretary	In progress – see 2. below onwards
10	Develop set of Procedures to keep the following up-to-date and regularly reviewed by the Committee: (i) Beacon roles (ii) Access Privileges associated with each role (iii) Non-Activity Groups (iv) Polls	Secretary	
11	Consider what data we collect on Guest members	Groups & Membership Coordinator	Decided that Guest member data would not be held in Beacon but retained by relevant GL.
New Members Application and Members' Renewal Forms (see note below)			
12	Amend to make it clear that the question on previous occupation is voluntary	Secretary & Mems Coordinator	To be dealt with when designing 2023/24 updated New Member and Membership Renewal forms
13	Check that the note on GDPR currently shown is sufficient (we may need to state why we collect and hold Emergency contact data)	Secretary	

14	It needs to be made clear that a member has the option to opt out of receiving the Third Age Matters magazine	Secretary & Members' Coordinator	Not relevant now we have agreed to charge for TAM separately from the basic membership fee.
15	Consider how we best amend the forms to collect, on a voluntary basis only, any physical or mental health conditions which might have accessibility implications (and which if we are aware of we could potentially take steps to improve their u3a experience)	Secretary & Access Coordinator	Decision made not to attempt to collect this information via the membership forms
16	Consider asking whether a member consents to the use of photos including themselves (without any names being given) in newsletters and on promotional material.	Secretary/Communications Coordinator	To be dealt with when designing 2023/24 updated New Member and Membership Renewal forms
Website			
17	Remove the current Groups Directory document from the web as it contains many GLs personal e-mail addresses. All information which a prospective or existing member might require on a group should be included on the relevant Group web page. For those without web access we can send a Directory through the post.	Secretary/Communications Coordinator	

Margaret Lloyd, Secretary, May 8th

Agenda Item 7: Copyright and Licences

Action for the Committee: To approve the proposed actions

Guidance Document on Copyright

The Third Age Trust (TAT) provides very comprehensive guidance on copyright law which can be found on the usual Advice and Guidance site <https://www.u3a.org.uk/advice> under Legal. At more than nine pages long this is too long and involved to be useful as a guidance document and I have condensed it down into the proposed FAQ style document in **Annex 1**.

Copyright law has implications for our following of our activities:

1. Activity Groups Activities

I am confident that our activity groups, when operating normally within their group meetings and performing at u3a member only events (such as the AGM and Christmas Party) rather than in public are not in danger of infringement of copyright provided:

- (i) They do not photocopy in excess of one chapter of a book, one article from a publication, one short story or poem from an anthology, or 5% of the total, whichever is greater, per licence year;
- (ii) Do not photocopy maps (though maps published by Ordnance Survey (OS) before 1st April 2015 are outside copyright law as until then the OS was part of the UK Government).

Moreover, even if a group were to inadvertently not adhere to these guidelines and photocopy, for example, copy 10% of a poetry or other book, then the chances of this coming to the copyright owner's attention is negligible.

2. Performances in public

If any of our music groups (Singing for Pleasure, Folk Music, and Ukulele) photocopy music scores still in copyright for use in public as part of marketing ourselves (as is the case at our Annual Celebration events) then we would need to consider purchasing an Amateur Choir Licence (see FAQ 7)..

3. Communications: Website, Newsletters and Social Media

(i) Using work produced by u3a members

Technically individual u3a members have ownership over any photos and art works they produce or articles they have written, though if they were not willing to share them free of charge they would not be providing them to the Communications Coordinator in the first place. But as a matter of courtesy the Communications Coordinator always acknowledges the photographer and author of all photos and articles included in the monthly Newsletter and/or placed on the Crawley u3a Facebook page.

(ii) Members artworks based on another artist's work or photo

Many amateur artists find copying other artists' work a useful method of developing their skills and many instruction books and specially formatted paper kits are sold for this purpose. But the use of another artist's work in this way should always be clearly acknowledged by stating "by Joe Bloggs after John Constable". Care also needs to be taken when a drawing or painting has been created based on somebody else's photograph, given that the quality of any work of art is partly dependent upon the quality of composition. Even if that photo has been taken from one of the websites devoted

to photographs free of copyright the photographer should be acknowledged as a matter of courtesy. The Communications Coordinator and the two other Crawley u3a Facebook administrators (George Redgrave and Peter Beckley) need to check that where relevant such acknowledgement is clearly stated.

(iii) [Poems on Facebook Page](#)

I suspect that disseminating poetry on a Facebook page may constitute a breach of copyright. Even if it does it might be considered that the benefits of this practice to the u3a outweigh the risks involved, but the legal position needs to be checked first before the Committee considers such a question.

Proposed Actions

1. The attached FAQ guidance is placed on the website
2. The Secretary sends e-mails to all Group Leaders and Event Organisers informing them that the attached FAQ guidance is on the web, but that as long as they adhere to the photocopying restrictions [which will be clearly stated] they should not be in danger of infringing copyright [with coverage of the matters the subject of 3. and 4. below for the relevant GLs];
3. Check with the Group Leaders for Singing for Pleasure, Folk Music and Ukulele whether or not they photocopy copyright music scores and lyrics for use at public events;
4. Remind the Painting and Drawing Group on the importance of acknowledging third party artists and photographers when placing their work in the public domain;
5. Check with the Third Age Trust on the position on disseminating poetry under copyright on the Crawley u3a Facebook;
6. Add a section to the Communications Strategy on copyright issues for the next update.

Annex [FAQs on Copyright Law for Trustees, Group Leaders and Event Organisers DRAFT](#)

1. Why do we need to be aware of copyright law?

Illegal or unauthorised use of copyright material has apparently led to u3a groups in the UK facing threats of court action and requests to pay substantial damages for copyright infringement. The Third Age Trust Trustee Indemnity Insurance does NOT cover copyright infringement.

2. What is Copyright?

Copyright is an area of the law which protects creativity and confers certain rights on the owner of the types of works listed below (with the period for which the copyright persists shown, dating from the end of the year in which the relevant event took place):

- (i) Literary works, which include such things as letters, reports, accounts, computer programmes and song lyrics, in addition to books, journals and magazines (until 70 years after the author dies);
- (ii) Dramatic works (works to be performed such as plays, choreography, film scripts, etc.). (until 70 years after the author dies)
- (iii) Musical works (70 years after it was first published)
- (iv) Films (70 years from the death of the principal creators – directors, composers, screenplay author etc)

- (v) Artistic works, including photographs, sculptures, maps, and illustrations (70 years after creator dies)
- (vi) Sound recordings (70 years after it was first published)
- (vii) Television Broadcasts (50 years from when made)
- (viii) Computer generated literary, dramatic, musical or artistic works (50 years after it was made)

3. How can we tell if a work is subject to copyright law?

This is not always easy, though you can safely assume that anything produced before 1880 is now safely out of copyright. For work produced since that date note that:

- (i) A work does not have to have the copyright symbol © or the word copyright on it for it to be subject to copyright.
- (ii) Availability on the internet does not mean that a work is not subject to copyright law (it is often the case that texts, broadcasts or works of art are placed on the internet illegally).
- (iii) One piece of work can contain lots of different copyright elements. For example, in the case of a song, lyrics are protected as a literary work; the melody is protected as a musical work; and any recording of that song is protected as a sound recording.

4. What types of use does copyright protection cover?

The default position is that a work protected by copyright may **not** be copied, distributed (whether free of charge or not, rented or lent out to the public, broadcast, placed on the web, performed or adapted unless one of the following conditions has been met:

- (i) The copyright holder has given permission.
- (ii) It is very clear that the work has been made available free of copyright (e.g. as on websites devoted to photographs free of copyright such as pixabay.com and pexels.com).
- (iii) The use falls under one of the copyright exceptions under the **Copyright, Designs and Patents Act (CDPA) 1988**.
- (iv) The relevant work and use is covered by a **licensing scheme** that the u3a and/or the Third Age Trust and/or the relevant venue has subscribed to.

Fortunately the protection offered by (iii) and (iv) are likely to apply to most occasions a u3a Activity Group uses copyright material.

5. What are the CDPA Copyright Exceptions?

These are

- (i) If a work is used for the sole purpose of instruction in a non-commercial setting and accompanied by a sufficient acknowledgement (e.g. photocopying a poem for discussion in a u3a poetry group);
- (ii) Performing a literary, dramatic or music work before other members of a u3a for the purposes of education (e.g. a u3a music group entertaining u3a members at the u3a Christmas Party or AGM)
- (iii) Playing or showing a sound recording, film or broadcast before other members of a u3a for the purposes of education;

These exceptions apply only when the work in question is used for instruction purposes, and would apply when used in u3a activity groups. If the work is used in a newsletter or on a u3a website for u3a

marketing or publicity purposes then that would constitute copyright infringement, even if only u3a members can access it.

6. What is covered by u3a/Third Age Trust licensing schemes?

(i) Photocopying digital and print books, magazines, journals and websites (NOT newspapers or maps) are protected by a Copyright Licensing Agency (CLA) licence, if a u3a has chosen to purchase one provided that:

- (a) Photocopies do not exceed one chapter of a book, one article from a publication, one short story or poem from an anthology, or 5% of the total, whichever is greater, per licence year
- (b) The copyright owner has not intentionally excluded them from this scheme.
<https://www.cla.co.uk/excluded/authors-visual-artists> shows the excluded artists (the only well-known ones are Dylan Thomas and JP Salinger).

Crawley u3a purchases every year, via the Third Age Trust, a Copyright Licensing Agency (CLA) licence which runs from July to June and costs £60. Provision is made in the annual budget for this.

(ii) Showing films and other audio-visual material in public, including DVDs, downloads and streamed materials

This is permitted in a public or hired location, and in a member's home, providing no admission fee is charged. This is covered by the Motion Picture Licensing Company (MPLC) Umbrella Licence held by the Third Age which covers all u3as and allows u3a group members to show all MPLC films for educational and entertainment purposes. The cost of the MPLC Umbrella Licence is included in a u3a's Third Age Trust membership.

(iii) Playing music in public

The Third Age Trust has a Phonographic Performance Limited (PPL) Licence for music use for u3as across all venues. This ensures that all recorded music used by u3as is licensed by PPL and eliminates the need to investigate whether the licences held by the venues (if any) are suitable to cover music used by u3as.

7. What is not covered by u3a/Third Age Trust licensing schemes?

The Third Age Trust does not currently subscribe to the Amateur Choir Licence which would allow members of the choir to make photocopies of a certain number of works. The licence is charged on the basis of the number of works a choir wishes to use and the number of members in the choir. An individual u3a can purchase this licence itself if that works out cheaper than buying individual copies of the work.

Further details may be found at <https://www.printmusiclicensing.co.uk/licences/amateur-choir-licence/>

8. What maps can we copy without infringing copyright?

Maps published by Ordnance Survey (OS) before the 1st April 2015 are outside copyright law (as until then the OS was part of the UK Government) so may be copied.

If you have any questions on copyright not covered above please contact the Secretary (secretary@crawleyu3a.org.uk).

Agenda Item 8: Progress on Crawley u3a website update and improvement

Action for the Committee: To submit comments and suggestions

1. Progress since January 2023

We have made many of the changes we proposed in January (see 11th January Committee Papers Agenda Item 10).

See [Annex 1](#) for current structure, showing Top-Level Pages (those with menu buttons) and the sub-pages accessed from them.

In particular much more use is now being made of photographs. All of the Top-Level Pages except for Documents now include photos so enhancing visual interest (and we will shortly place at least one on Documents). Many of the Group sub-pages also now show recent photos and the intention is that eventually all of them will.

As a result of the November 2022 SiteBuilder problems all photos previously embedded in the website were lost, forcing us to start afresh. Although this has involved some effort it does mean that no current photos are more than a year old; most of the photos lost in November dated back to the pre-Covid era and some were up to ten years old. The photos of events and groups are also appearing in the monthly newsletters and on the Crawley u3a Facebook page.

[Annex 2](#) shows usage statistics up to the end of March 2023. Graphs 1 and 2 show that Top Level Page hits in March 2023 exceeded those of March 2022 (despite total membership having dropped slightly).

2. Proposed changes to be made over the next few months

- (a) We know that some of the page formatting needs improving and will do this.
- (b) Continue adding more photos, particularly on the Groups' pages.
- (c) Adding a "[Meet your Committee](#)" sub-page, displaying the photos and articles on each of the Committee Members currently appearing in the newsletters;
- (d) Turning the current "[Support for Members](#)" sub-page into two separate sub-pages:
 - "[Welfare](#)" - expanding the existing number of links to relevant local organisations and also adding accessibility information about our meeting locations;
 - "[Learning and Fun outside Crawley u3a](#)" This will include links to neighbouring u3as (with comments about how they offer groups on activities not necessarily available in Crawley u3a) and also information on the various u3a wide learning opportunities such as the online interest groups, on-line talks and regular competitions.
- (e) Possibly promote the new "[Group Leaders](#)" sub-page to being a Top-Level Page, and including more supportive guidance, such as the subject advice offered by the Third Age Trust and a simple Group Leader's guide to Beacon.
- (f) "[For Trustees](#)" is becoming too lengthy so the TAT Workshops will be moved to a separate sub-page.
- (g) With the assistance of the Webmaster, Stuart Spreadborough, we will be investigating the possibility of using the facility offered by Beacon to feed the information on Groups held on Beacon into the individual Group sub-pages on the website. This is similar to the Calendar facility offered by Beacon (to feed information held by Beacon on Group meetings and other events into the Calendar shown on the web Events page) which we do use successfully.

Sue Parker, Communications Coordinator, Margaret Lloyd, Secretary 2nd May 2023

Annex 1: Crawley u3a website structure (excluding Secondary and u3a page)

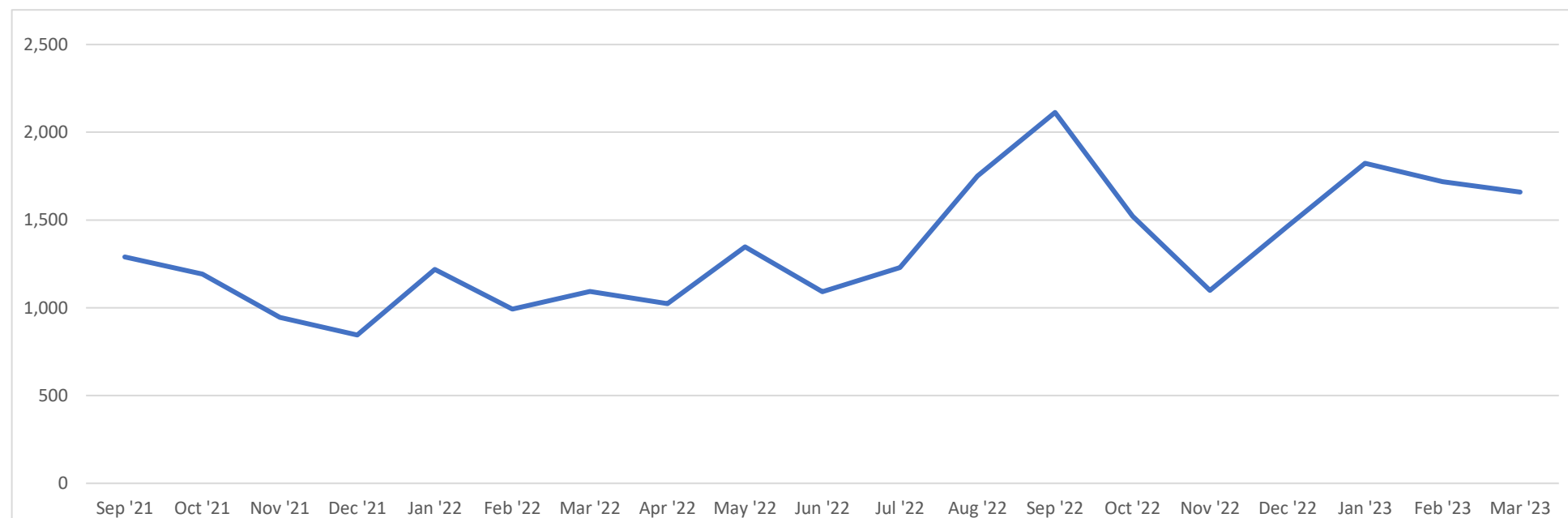
Menu Button (Top Level)	Home	Welcome	Members	Groups	Documents	Events	Contact
Notes	Pictures only	General Intro	Previously Crawley u3a				
Sub-pages			Previous Newsletters	33 Active Group Sub-pages	Committee Meetings	Crawley Calendar (Note 2)	
			Support for Members		Group Leaders		
					Risk Assessments		
					For Trustees		
					Account Forms		
					AGM 2022 (Note 1)		
Sub-sub-pages				11 (3 are photos only)			

Note 1: For the months August to December this becomes a Menu Button page.

Note 2: Linked in from Beacon via the Calendar link.

Annex 2: Usage Statistics

1. Total Hits per Month Sept 2021 to March 2023



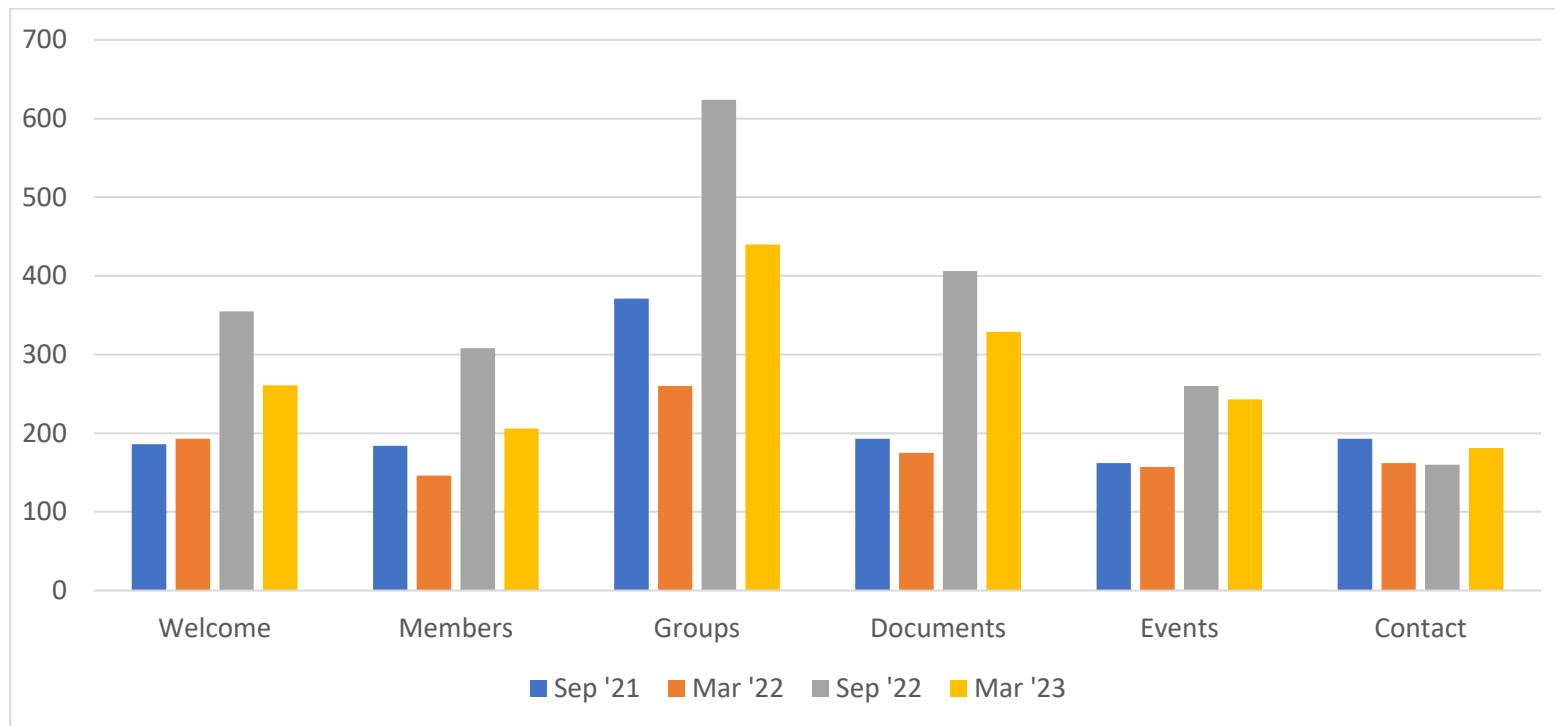
This shows the total hits on the Menu Button pages excluding the Home page since users normally enter the website via the Home Page.

The SiteBuilder problems November 2022 meant that for around two weeks the website could not be accessed at all, hence the low number of hits in that month.

Trends featured:

- Tends to peak at the start of terms, particularly so at the start of the membership year;
- A general increase in use with effect from May 2022; it is thought that this is connected to the start of the new editors' update and refresh of the site
- A significant increase in August and September 2022, possibly reflecting increased frequency of newsletters and the member recruitment drive.

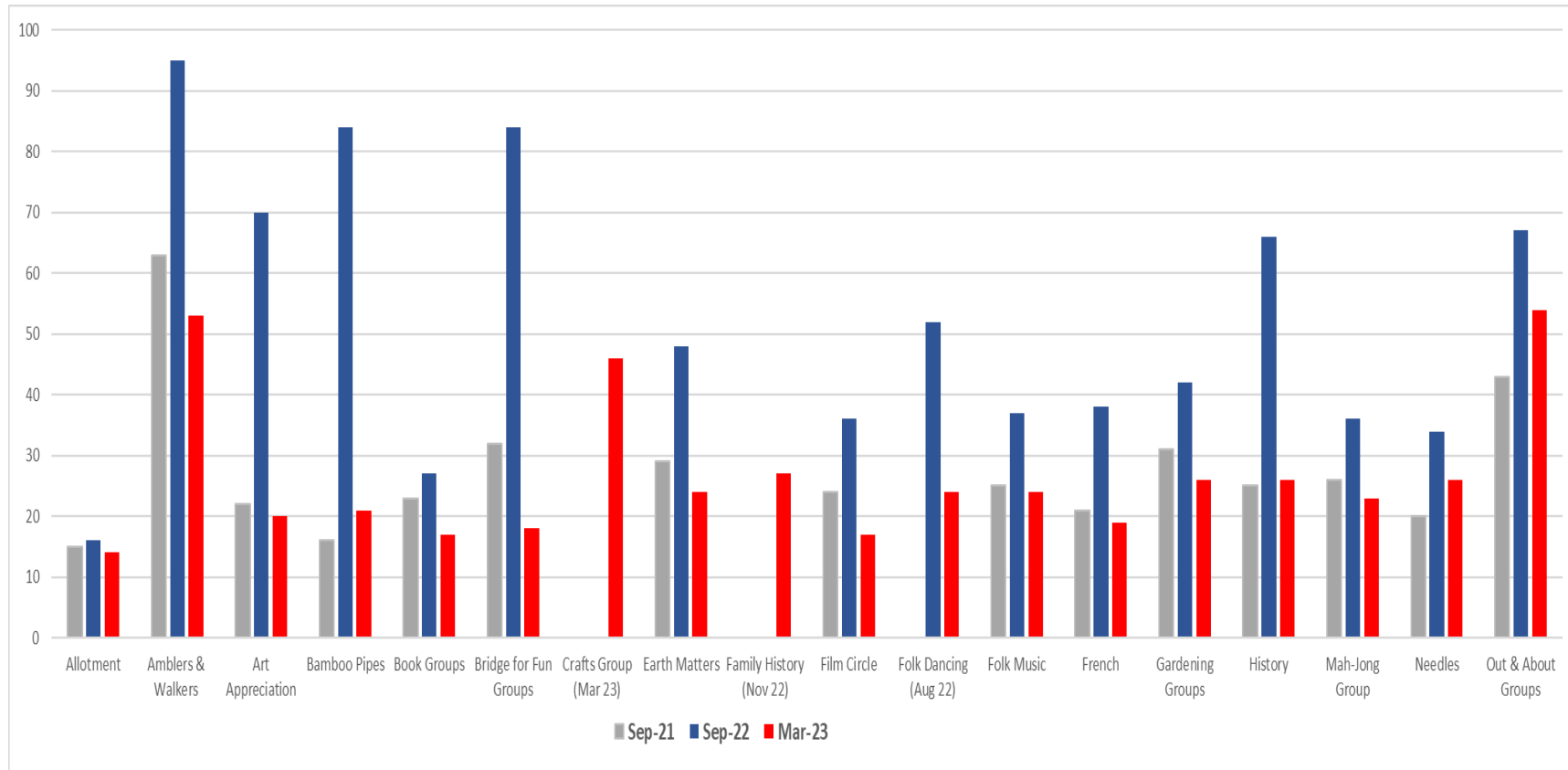
2. Top Level Page (Menu Button) Hits

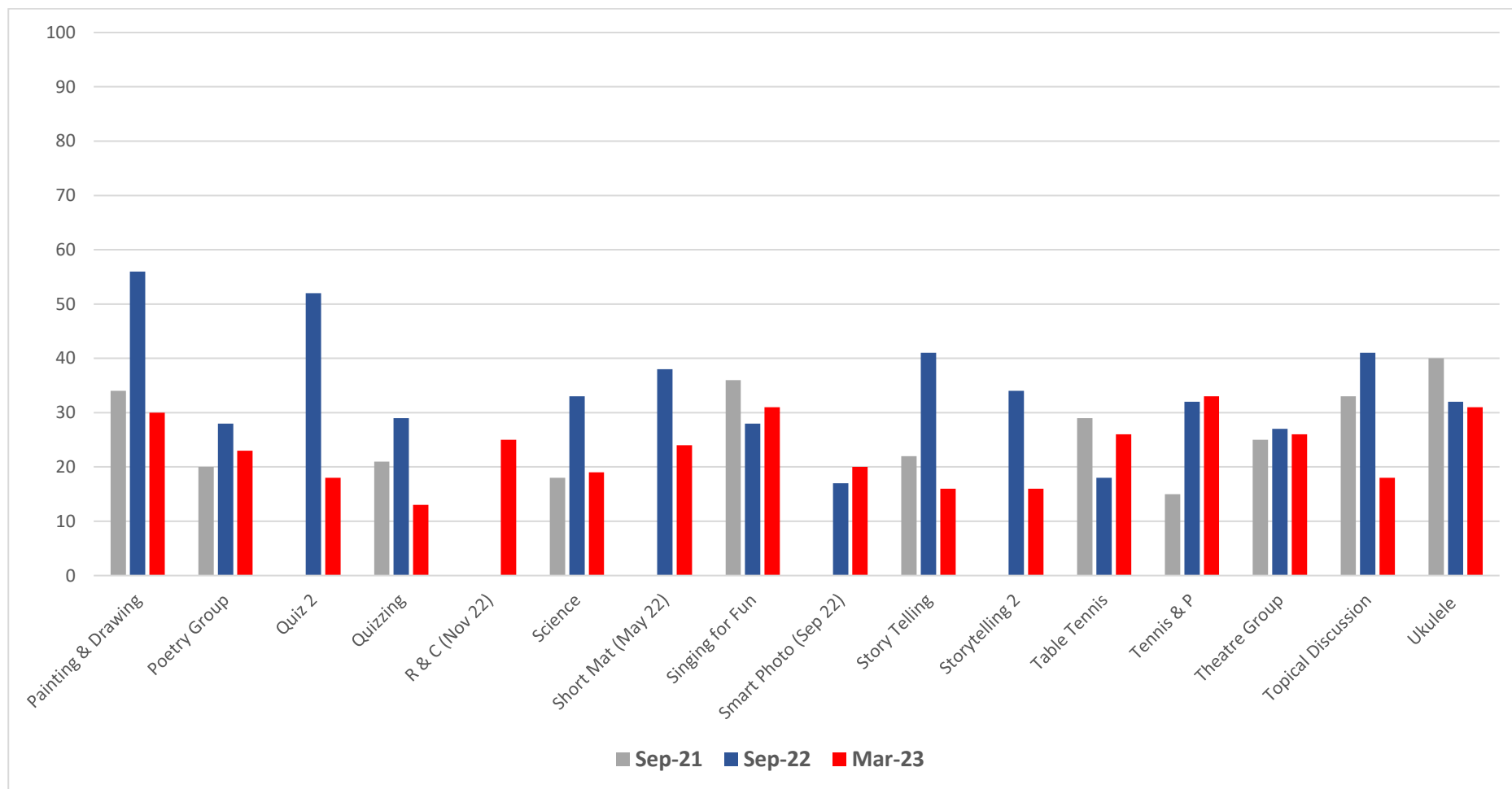


Trends featured

- The Groups page displays a more pronounced increase in relative usage in September than do other pages, presumably because current and prospective members tend to make decisions around which groups to join then;
- The Events page only started to be refreshed and updated within the last few months, so this could be why hits on this page showed a relatively smaller fall from the Sept 22 peak
- There are now more links to the Contacts page from the other pages than there used to be.

3. Group Page Hits Sept 21, Sept 22 & March 23





Agenda Item 9: Access Location Guide

Action for the Committee: To approve for dissemination

1	St Paul's Church	Northgate
	Address	Woodfield Road, Crawley RH10 8ER
	Use by Crawley u3a	By far the most used venue by Crawley u3a. Other external users also use it, often at the same times.
	Access for wheelchair users	<p>Yes. There are no steps or door ridges when accessing St Paul's. However, there are no power assist doors (either to the Main Entrance or using corridors).</p> <p>Hall Room 1, Room 2 Springboard, Room 5 Canteen, Room 6, Room 7, and the Sanctuary Room 8 are all accessible for wheelchairs.</p> <p>Harbour Room 3 and Spy Room 9 are not wheelchair accessible and are not currently used by U3A.</p>
	Hearing Loops	<p>Yes - Sanctuary Room 8 has a PA System, which has a loop system.</p> <p>The PA system can only be used by agreement in advance and a person on behalf of the church would meet the user to show them how to use it if this need occurred.</p> <p>Room 5, Canteen, Room 6, Room 7 have TVs with speakers but are not a PA system and no loop system.</p>
	Access to Toilets	Male and Female toilets. Wheelchair accessible toilet available.
	Parking	<p>There are approximately 20 parking bays, with one designated parking space available for Disabled users near to the front entrance of the Church.</p> <p>Parking bays are not reserved ahead of any event, and parking can become space limited if multiple sessions are scheduled.</p> <p>There is additional parking (2-hour max wait) at the shops opposite the Church.</p>
	Refreshment Facilities	<p>St Paul's has a café (open mornings Mon-Thurs most of the year) and a kitchen area where hot and cold water is available.</p> <p>Each Group Leader will advise members what the refreshment arrangements are for their session.</p>
	Bus Route	The No. 100 bus stops in both directions are directly outside St Paul's Church.

2	The Friary	Town Centre (Northgate)
	Address	5 Haslett Avenue West Crawley RH10 1HR (adjacent to bus station) Tel 01293 524176
	Use by Crawley u3a	Monthly Meetings, Coffee Mornings, Christmas Party, AGM
	Access for wheelchair users	Yes. Both the Main Entrance and Main Hall doors open wide enough to allow access to wheelchair users. However, there is no power assist on the doors.
	Hearing Loops	No facility is available
	Access to Toilets	Male and Female toilets. Wheelchair accessible toilet available.
	Parking	There are X designated wheelchair accessible parking bays. Parking bays are not reserved ahead of any event. The entrance to The Friary car park is barrier controlled, and anyone requiring a wheelchair accessible parking should contact the Groups Coordinator ahead of an event to arrange access.
	Refreshment Facilities	Arrangements for refreshments for events held at The Friary will be advised when an event is publicised. At most Monthly Meetings and at the AGM, tea and coffee is offered. No self-service facility is available.
	Bus Route	The town centre is serviced by all bus routes, and the bus station is adjacent to The Friary. A tarmac path leads round to The Friary entrance.

3	Furnace Green Community Centre	Furnace Green
	Address	Ashburnham Road, Furnace Green, CRAWLEY RH10 6QU
	Use by Crawley u3a	Bamboo Pipes group (Group Leader Kathy Jameson)
	Access for wheelchair users	Yes. There is a ramp to the entrance. However, the entrance doors open outwards with no power assist.
	Hearing Loops	Not available
	Access to Toilets	Male and Female toilets. Wheelchair accessible toilet available
	Parking	There is a wheelchair accessible parking bay close to the ramp access. Other parking bays are available, but these are not designed as wheelchair accessible.
	Refreshment Facilities	Any refreshment facilities will be advised by the Group Leader for each session.
	Bus Route	No. 2 bus route. The nearest bus stop in both directions is The Charcoal Burner on Weald Drive. The Community Centre is approximately 300 yards along Ashburnham Road.

4	Crawley Baptist Church	West Green
	Address	Crabtree Road, CRAWLEY RH11 7HJ Tel: 01293 546177
	Use by Crawley u3a	Mah-jong (Group Leader Jane Guest)
	Access for wheelchair users	Yes
	Hearing Loops	<i>Awaiting information</i>
	Access to Toilets	Male and Female toilets Wheelchair accessible toilet available.
	Parking	There are approximately 20 parking bays, and there are 2 wheelchair accessible parking bays at the rear of the building. The venue is used by multiple external groups so parking may become limited. No parking is available in surrounding streets due to the proximity to the Town Centre and either Yellow Lines or Permit Controlled parking is in operation.
	Refreshment Facilities	Any refreshment facilities will be advised by the Group Leader for each session.
	Bus Route	The No. 2, 3 and 603 stop at Crawley Hospital in West Green. However, this is the nearest bus stop and is not adjacent to Baptist Church in Crabtree Road. A walk along Town Barn Road will be required to reach the Church.

5	Three Bridges Cricket Club	Three Bridges
	Address	Three Bridges Road, Crawley, RH10 1JR Tel: 01293 534539
	Use by Crawley u3a	Bridge for Fun (Group Leader John Wynter)
	Access for wheelchair users	No. Although there is a ramped entrance with a handrail, it is narrow and there is a significant lipped door entrance. For anyone who is using walking aids, they could access the building.
	Hearing Loops	No
	Access to Toilets	Male and Female toilets Not wheelchair accessible, and no separate wheelchair accessible toilet available.
	Parking	Yes. Parking bays are not marked, but there is sufficient space for approximately 20 vehicles. There are no specific wheelchair accessible bays.
	Refreshment Facilities	Any refreshment facilities will be advised by the Group Leader for each session.
	Bus Route	The No. 281 and 291 buses service Three Bridges Road. The bus stops in both directions are not immediately outside Three Bridges Cricket Club, but can be found a short distance along the road towards Three Bridges Playing Fields.

The Holy Trinity, Tilgate, venue to be added later.

Janet Newson, Access Coordinator, 4th May 2023

Agenda Item 10: Group Development and Management

Action for the Committee: To approve the setting up of a sub-committee

One of our continuing publicised aspirations is the implementation of the subcommittee organisational structure and while we may not yet have made as much progress as we would have wished, several converging issues have led me to think that the time is now right to convene a sub structure, to have a detailed look at group activity in learning:

1. Some groups are currently finding it difficult to retain and recruit new members, and some are faced with retiring group leaders and a reluctance of other members to succeed them.
2. The consequent financial instability arising from these factors.
3. Succession planning management on the Committee.
4. The forward planning issues raised by the Treasurer in Agenda Item section 5 “The Future” item linking to -
5. Growth and the desire/need to create a robust organisation capable of sound financial and educational independence.
6. The continual need to develop and sustain the quality of learning and the breadth of subject matter.

I put these quite loosely, and while I can envisage potential solutions, I would prefer that these be tested in a more collegiate way. Moreover, since there will be a possible impact on group support and development, I would welcome the participation of group leaders in the process. While, therefore, I recognise our current inability to recruit committee members **I propose for the moment the creation of a sub committee of say 4/5 members to comprise the Chair, the Group coordinator and other interested and suitable members to examine and scope the problem and suggest practical methods to resolve the issues.**

Jim McGough, Chair 8th May 2023

Agenda Item 11: [Proposed agendas for next two meetings](#)

Action for the Committee: [To approve](#)

June 14th meeting		
Budget & Fees 2023/24: Draft material for 30th June Fees Meeting		Treasurer
Term 2 22/23 Budget Monitoring		Treasurer
Future role for ex-Committee member		Members' Coordinator/Treasurer
GDPR compliance inc Beacon access privileges (continued)		Secretary
Publicity Drive		Chair/Comms Coordinator
Progress on appointment of external examiner		Secretary
Options on investment of funds		Treasurer
Update of membership forms		Members Coordinator
July 12th meeting		
Review of 30th June 2023/24 Fees meeting		Treasurer/Secretary
Membership Renewal timetable		Members Coordinator
Actions to recruit more volunteers		Chair/Comms Coordinator
Committee Procedures		Secretary
Trustee Tasks Lists and shortened role profiles		Secretary
Open day arrangements		Groups/Comms Coordinators

Margaret Lloyd, Secretary, 8th May 2023